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MAYOR

Special Application for Outdoor Activities

Pursuant to State of CT Executive Order 7MM regarding the COVID-19 Pandemic

Frequently Asked Questions (FAQs)

Connecticut restaurants and retail spaces are among some of the first commercial establishments to be allowed open effective **Wednesday May 20, 2020**. The City of Hartford is eager to support its small businesses in this process; to facilitate openings through a fast tracked outdoor permitting process while prioritizing and protecting public health.

What is the Special Application for Outdoor Activities?

This application has been published for restaurants and retail establishments to use to request use of additional outdoor space and additional signage. These requests can be for establishment or expansion of outdoor patios and outdoor retail space on the same property where a business is located or on a nearby property. It is a comprehensive application which will be reviewed by Planning & Zoning, Licenses & Inspections, Health & Human Services, Public Works, and the Fire Marshall's Office. After review, a single termed-length emergency permit will be issued for your requested activit(ies).

Where can I find the Special Application for Outdoor Activities?

The application is published on the Mayor's Covid-19 response page, the Department of Development Services homepage (www.planhartford.com), and can be accessed directly [here](#).

How do I fill out the Special Application for Outdoor Activities?

Applicants are encouraged to submit via the online portal, however paper copies will be made available for download and in City Department offices. For quicker processing, please include all attachments and answer the questions thoroughly. The application can be accessed here:

<https://hartfordzoning.wufoo.com/forms/special-application-for-outdoor-activities/>

Do I need any special programs on my computer to access the application?

In short, no. The application fields are supported on the following browsers: IE6 and above, Safari 2 and above, Firefox 2 and above, and all versions of Chrome.

Where can I find my Parcel ID Number and Zoning District?

You can retrieve both of these items on the City of Hartford Property Viewer. Go to <https://gis1.hartford.gov/Html5Viewer/index.html?viewer=PropertyViewer> and search for your address. The Parcel ID Number is shown when you search for the address. The zoning district is shown if after you search for the address you click “Link to view the Property Record Card”

How long are the permits issued through the Special Application for Outdoor Activities Applications valid?

Permits will be valid until full indoor dining restrictions are lifted by the State of CT.

How much does it cost to make a Special Application for Outdoor Activities?

There is NO FEE associated with this application, but if you are planning on utilizing a parking space, fees may apply.

Does my request need to comply with the Hartford Zoning Regulations?

Staff may prohibit activities that present health or safety issues, however the Executive Order lifts regulations that limit Outdoor Activities to certain yards or within certain setbacks - this means you can get creative about how you use space near your business! With proper documentation you may use nearby properties as well.

Will this request be subject to Historic Review?

No.

Will this request be subject to Wetlands Review?

Yes. Wetlands laws still apply in full force and are not waived by the Order.

What are the rules for putting up tents?

The location and size of the tents should be shown on your drawing. If tents are erected, the Licenses & Inspections Division will review if they are greater than 700SF. NOTE: Tents MUST not be enclosed. They must be open on all sides. Membrane material should comply regardless of the size of the tent (3103.5.8).

How about temporary heat or electricity?

If there is temporary heat or new electric proposed it will need to satisfy building and fire codes.

How will occupancy loads be determined?

The Fire Marshall’s Office is a part of this review process. All establishments will be expected to operate at 50% capacity in the approved outdoor areas.

How big can my COVID-19 signage be?

Signs under 15 SF are eligible for review and approval.

What if I don't have an outdoor space in front of my business?

Consider utilizing other private space or City-owned public spaces! Remember, the Executive Order lifts regulations that limit Outdoor Activities to certain yards or within certain setbacks - this means you can get creative about how you use space near your business!

What if I would like to use a public space? (Park, plaza, etc.)

Please submit your proposal! You do not need to file any separate request. The [Special Application for Outdoor Activities](#) will serve as your formal request for use of public space.

Do I need to submit professionally drawn plans?

Under most circumstances, applicants will not be expected to submit plans drawn by an architect, engineer, or surveyor. A sketch of the proposed area or sign drawn roughly to scale with dimensions will suffice. Please be sure to show tables 6' apart, locations of any tents to be erected, and how these areas will be sectioned off.

I have completed and submitted my Special Application for Outdoor Activities. What's next?

1. City staff may ask for additional information or supporting documents. Please communicate proactively if a staff member contacts you. If additional information is required your application will not be considered complete until it is received
2. Under the Executive Order, application reviews are FAST TRACKED. Your application will be considered automatically approved if you have not received a determination from City staff 10 calendar days after receipt of a complete application. Alternatively, staff may approve the application with conditions or deny the application.
3. If your application is automatically approved, outdoor areas are only able to operate until 9pm Sunday-Thursday and until 11pm Friday and Saturday. Additional hours must be approved via staff review.
5. If your application is denied, you can appeal by emailing oneplan@hartford.gov. Appeals of decisions for these applications (whether from the applicant or a third party) will be fast-tracked to the Planning & Zoning Commission for review.
6. After you submit this application you will receive a confirmation email with a copy of your application attached for your records.
7. You will receive your permit(s) via email from oneplan@hartford.gov. Please retain these documents for your records.

8. Permits approved via this application expire when the State of Emergency is lifted. If you want to continue these uses after that point, please submit a regular application to the Planning Division.

GENERAL FAQs RELATED TO REOPENING

Can I open my dining room?

No. For restaurants, only outdoor areas can open at this time. Indoor areas and bar areas shall remain closed. Visit the DECD link above for addition guidance on restrooms and having staff indoors.

What additional standards will my business be held to when I reopen?

All establishments and Special Application permittees are expected to follow the details of Governor Lamont's Executive Orders and the REOPEN Connecticut guidelines established by Connecticut State Department of Economic and Community Development (DECD) including, but not limited to, self-certification on the DECD website.

Is outdoor food prep permitted?

In addition, no outdoor food or beverage prep shall be permitted. No outdoor consumer bars are permitted.

Can I host live entertainment in my outdoor activity area?

No outdoor live entertainment is approved under this permit.

Can I cook outdoors?

Outdoor cooking is not approved under this permit. Please contact the Fire Marshall to get more information on outdoor cooking.

Can I use sidewalk space to expand my business for dining or retail?

Applicants may request to utilize the sidewalk adjacent to their business. 6' clearance of sidewalks adjacent to the commercial establishment or any offsite property used by the business shall be maintained at all times. Applicants may also request to utilize parking spaces for seating areas or street closures. Outdoor dining areas must be protected from vehicle traffic with a method proposed by the applicant and subject to approval by City staff.

Can I put up tents for my patrons?

Tents may be requested under the Special Permit for Outdoor Activities. Tents shall not have enclosed sides and shall not block fire department access. No smoking, fireworks or open flames of any kind shall be permitted in any tent approved under this permit. No flammable liquids or gases shall be brought into any tent approved under this permit.

I would like to be able to serve beer/wine/liquor outdoors or in my expanded patio area. How do I get approval to do that?

Active liquor licensees shall not be required to obtain patio or extension of use permits provided that they only serve the type of liquor allowed by their permit type. Outdoor areas approved by this permit shall be deemed to be part of the permitted premises for the duration of this order. The licensee shall be responsible for any liquor violations in that area.

For Caterer licensees, outdoor service is permitted only at locations with on-premise permits for which the licensee is hired as a bona fide caterer.

I am a bar owner. Can I participate in this phase of reopening?

The Special Application for Outdoor Activities applies to retail establishments and establishments that serve food.

FAQs RELATED TO ENFORCEMENT AND APPEALS

How will these rules be enforced?

These rules will be enforced through a combination of Building Inspectors, Fire Marshall's Office, Zoning and Health Inspectors and the Hartford Police. Failure to abide by the conditions of this approval and those in the REOPEN Guidelines may result in citations, fines, or revocation of permits.

My permit request was revoked unfairly. What do I do now?

Revoked or denied permits may be appealed by emailing oneplan@hartford.gov. Appeals of decisions for these applications (whether from the applicant or a third party) will be fast-tracked to the Planning & Zoning Commission for review.

My permit request was denied. What do I do now?

Revoked or denied permits may be appealed by emailing oneplan@hartford.gov. Appeals of decisions for these applications (whether from the applicant or a third party) will be fast-tracked to the Planning & Zoning Commission for review.

How late can my establishment be open?

If an application is automatically approved (10 days after an application is made), approved hours are 9am to 11 pm Fridays/Saturdays and 9am to 9 pm all other nights. (Note: Staff can condition an approval to change/limit/expand these hours.)

ADDITIONAL RESOURCES

Where can I find more information about what is allowed right now?

For additional information on DECD's REOPEN Guidelines or food service precautions visit:

State of CT DECD - REOPEN Guidelines for Restaurants

[https://portal.ct.gov/-](https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopens_Restaurants_C5_V1.pdf?la=en)

[/media/DECD/Covid_Business_Recovery/CTReopens_Restaurants_C5_V1.pdf?la=en](https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopens_Restaurants_C5_V1.pdf?la=en)

Centers for Disease Control & Prevention (CDC) - Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

US Food & Drug Administration - Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19>

US Food & Drug Administration - Food Safety and the Coronavirus Disease 2019 (COVID-19)

<https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>

Governor Lamont's Executive Order 7MM

<https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7MM.pdf>

THANK YOU FOR CHOOSING THE CITY OF HARTFORD!

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